

ACCELERATOR DIVISION ADMINISTRATIVE PROCEDURE

ADAP-05-0001

PROCEDURE FOR PROCESSING REQUISITIONS

RESPONSIBLE DEPARTMENT AD Headquarters

PREPARED BY *Patricia Lesiak* DATE 3-18-96  
Patricia Lesiak

APPROVED BY *David Finley* DATE 4/15/96  
David Finley, AD Division Head

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REVIEW AND CONCURRENCE RECORD

REVIEWED BY: Harlan Dick DATE: 3-18-96  
Harlan Dick, AD Budget Officer

REVIEWED BY: Stephen D. Holmes DATE: 4/10/96  
Stephen Holmes, Associate Head for Fermilab III

REVIEWED BY: Richard Andrews DATE: 3/27/96  
Richard Andrews, Associate Head for Engineering



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1.0 PURPOSE AND SCOPE

1.1 PURPOSE

The purpose of this Accelerator Division Administrative Procedure is to establish and define the Fermilab Accelerator Division requirements concerning the processing of requisitions. It includes appropriate steps to be taken concerning the following aspects of the process:

- a. Document Prerequisites
- b. Signature Approvals Required
- c. Routing of Documents After Securing Appropriate Approvals

1.2 SCOPE

Types of requisitions covered by this procedure are:

- a. Purchase Requisitions (Including Contracts)
- b. T&M Task Order Requisitions
- c. Short Orders

2.0 ABBREVIATIONS

A.I.P. - Accelerator Improvement Projects

C.P.P.M. - Computer Protection Program Manager

D.P.E.P. - Data Processing Equipment Procurement

G.P.F. - General Plant Facility Projects

G.P.P. - General Plant Projects

I.H.E.M. - In House Energy Management Projects

3.0 PROCEDURE

3.1 PURCHASE REQUISITIONS (Including CONTRACTS)

3.1.1 DOCUMENT PREREQUISITES

- a. Must have Mail Station Stamp.
- b. Must have ES&H Review Stamp. This is not required for Petty Cash Forms, Short Orders, Mileage Reimbursement Forms and Requisitions for registration fees (except for ES&H training).
- c. Must have "Requester's Identifier Number".
- d. All CONTRACT requisitions over \$2,500 must be accompanied by a completed "ES&H Specifications Checklist" approved by the Division Senior Safety Officer.

3.1.2 SIGNATURE APPROVALS REQUIRED

3.1.2.1 GENERAL REQUISITIONS

- a. All requisitions over \$5,000, must be initialed by the AD Budget Officer for funding verification.
- b. All requisitions for COMPUTERS must be approved by the Data Processing Equipment Procurement (DPEP) Committee Chair and the Controls Department Head, and must be reviewed by the AD Budget Officer. Copies of DPEP approval memos will be filed by the Secretary to the Budget Officer.
- c. Based on the total dollar amount of the requisition, the following list indicates the generally required levels of approval. (Reference Attachment 1)

| <u>Dollar Amount</u> | <u>Approval Required</u>  |
|----------------------|---|
| Up to \$2,500        | Department Head, Budget Officer or Experimental Liaison Physicist responsible for Budget Code(s).   |
| Over \$2,500         | Department Head, Budget Officer, or Experimental Liaison Physicist responsible for Budget Code(s) should initial and pass on to Division Head for approval. |

3.1.2.2 OPERATING REQUISITIONS

Same as section 3.1.2.1 General Requisitions.

3.1.2.3 CAPITAL EQUIPMENT REQUISITIONS

Same as section 3.1.2.1 General Requisitions plus the following:

- a. All require AD Budget Officer to initial.
- b. All require Division Head approval.



#### 3.1.2.4 PLANT REQUISITIONS (AIP, GPF, GPP, IHEM Requisitions)

Same as section 3.1.2.1 General Requisitions plus the following:

- a. All require Project Leader to initial.
- b. Based on the total dollar amount of the requisition, the following list indicates the required levels of approval.

| <u>Dollar Amount</u> | <u>Approval Required</u>  |
|----------------------|---|
| Up to \$10,000       | require Associate Head approval<br>(Associate Head of Fermilab III<br>for AIPs and Associate Head of<br>Engineering for GPFs, GPPs and<br>IHEMs |
| Over \$10,000        | require Division Head approval  |

#### 3.1.2.5 SPECIAL ACTIVITIES REQUISITIONS

Same as section 3.1.2.1 General Requisitions plus the following:

- a. All require Special Activity Project Leader to initial.
- b. All require Division Head approval.
- c. Special Activities Requisitions include the following:

| <u>Project Name</u>                                   | <u>Budget Codes</u>   |
|---|---|
| AD Electron Cooling                                   | ECF, ECL, ECO, ECP  |
| F.T.F. - Fermilab<br>Test Facility                    | FAP, FSD, FSJ, FSP, FSU, FSV, FSZ,<br>HOA, HOB, HOC, HOF, HOH |
| AD-RFQ P.E.T.-<br>Positron Emission<br>Tomography     | KPC, KPF, KPW, PFN  |
| N.T.F. - Neutron Therapy<br>Facility (Not Applicable) |   |

#### 3.1.3 ROUTING

After appropriate approvals, all requisitions will be returned to the Secretary of the Department in which the requisition was originated to be routed for final processing unless otherwise specified.

Routing for final processing is as follows:

|  |  |
|--|--|
| Less than \$5,000                          | to Purchasing Dept., M.S. 210            |
| \$5,000 and over<br>but less than \$25,000 | to Business Services Office,<br>M.S. 211 |
| \$25,000 and over                          | to the Director's Office                 |

|  |   |
|--|---|
| <b>ALL</b> Computer Requisitions                           | to the Laboratory Computer<br>Protection Program Manager (CPPM)<br>(Irwin Gaines, M.S. 120)         |
| If Vendor is a Contractor                                  | to Contracts Office, M.S. 216<br>(If over \$5,000, to the Business<br>Services Office.)             |
| If a "Shop Order" requisition                              | to the specific shop that will<br>perform the work<br>(If over \$5,000, to the Business<br>Office.) |
| If a Personnel requisition<br>(includes Temps and On-Call) | to the Director's Office  |

### 3.2 **T&M TASK ORDER REQUISITIONS**

#### 3.2.1 DOCUMENT PREREQUISITES

- a. Must have Mail Station Stamp.
- b. Must have ES&H Review Stamp.
- c. Must have "Requester's Identifier Number".
- d. Must be accompanied by a Work Permit.

#### 3.2.2 SIGNATURE APPROVALS REQUIRED

- a. All T&M requisitions must be initialed by the appropriate Building Manager.
- b. If over \$5,000, must be initialed by AD Budget Officer for funding verification.
- c. All T&M requisitions charged to a CAPITAL EQUIPMENT budget code, regardless of the dollar amount, must be initialed by the AD Budget Officer.
- d. All T&M requisitions charged to an AIP, GPF, GPP or IHEM PROJECT budget code, regardless of the dollar amount, must be initialed by the Project Leader.
- e. All T&M requisitions, regardless of the dollar amount, must be approved by the Associate Head for Engineering.
- f. If the T&M requisition is charged to an AIP PROJECT budget code, regardless of the dollar amount, it must be approved by the Associate Head for Fermilab III.
- g. The Work Permit accompanying all T&M requisitions requires approval by the Associate Head for Engineering. (A Work Permit is not required if the requisition is for additional funding to an existing T&M requisition unless the additional funding is due to a "change in scope" for the project.)

- h. Based on the total dollar amount of the T&M requisition, the required levels of approval are the same as specified in section 3.1.2.1 c.

### 3.2.3 ROUTING

After appropriate approvals, all T&M requisitions will be returned to the Secretary of the Department in which the requisition was originated to be routed for final processing unless otherwise requested.

Routing of T&M requisitions for final processing is as follows:

|  |  |
|--|--|
| Less than \$5,000                          | to T&M Office, M.S. 311.                 |
| \$5,000 and over<br>but less than \$25,000 | to Business Services Office,<br>M.S. 211 |
| \$25,000 and over                          | to the Director's Office                 |

### 3.3 **SHORT ORDERS**

#### 3.3.1 DOCUMENT PREREQUISITES

- a. Must have Mail Station Stamp.
- b. NOT to exceed \$250.
- c. Hazardous materials may not be purchased on a Short Order.
- d. Cannot be used for "Restricted Items" as listed on the back of the Short Order Form.

#### 3.3.2 SIGNATURE APPROVALS REQUIRED

- a. All short orders charged to a CAPITAL EQUIPMENT budget code must be initialed by the AD Budget Officer.
- b. All short orders charged to an AIP, GPP, GPF or IHEM PROJECT budget code must be initialed by the Project Leader.
- c. All short orders must be approved by the Department Head responsible for the Budget Code.
- d. All short orders charged to an AIP PROJECT budget code must be approved by the Associate Head for Fermilab III.
- e. All short orders charged to a GPP, GPF or IHEM PROJECT budget code must be approved by the Associate Head for Engineering.

#### 3.3.3 ROUTING

All paperwork goes to the designated Department Secretary after material is picked up or delivered. (This must include the invoice received at the point of sale.)

4.0 REFERENCES

4.1 PROCUREMENT OF ES&H REVIEW

The ES&H Department does ES&H Review approvals at 9:00 a.m. and at 1:00 p.m. every work day.

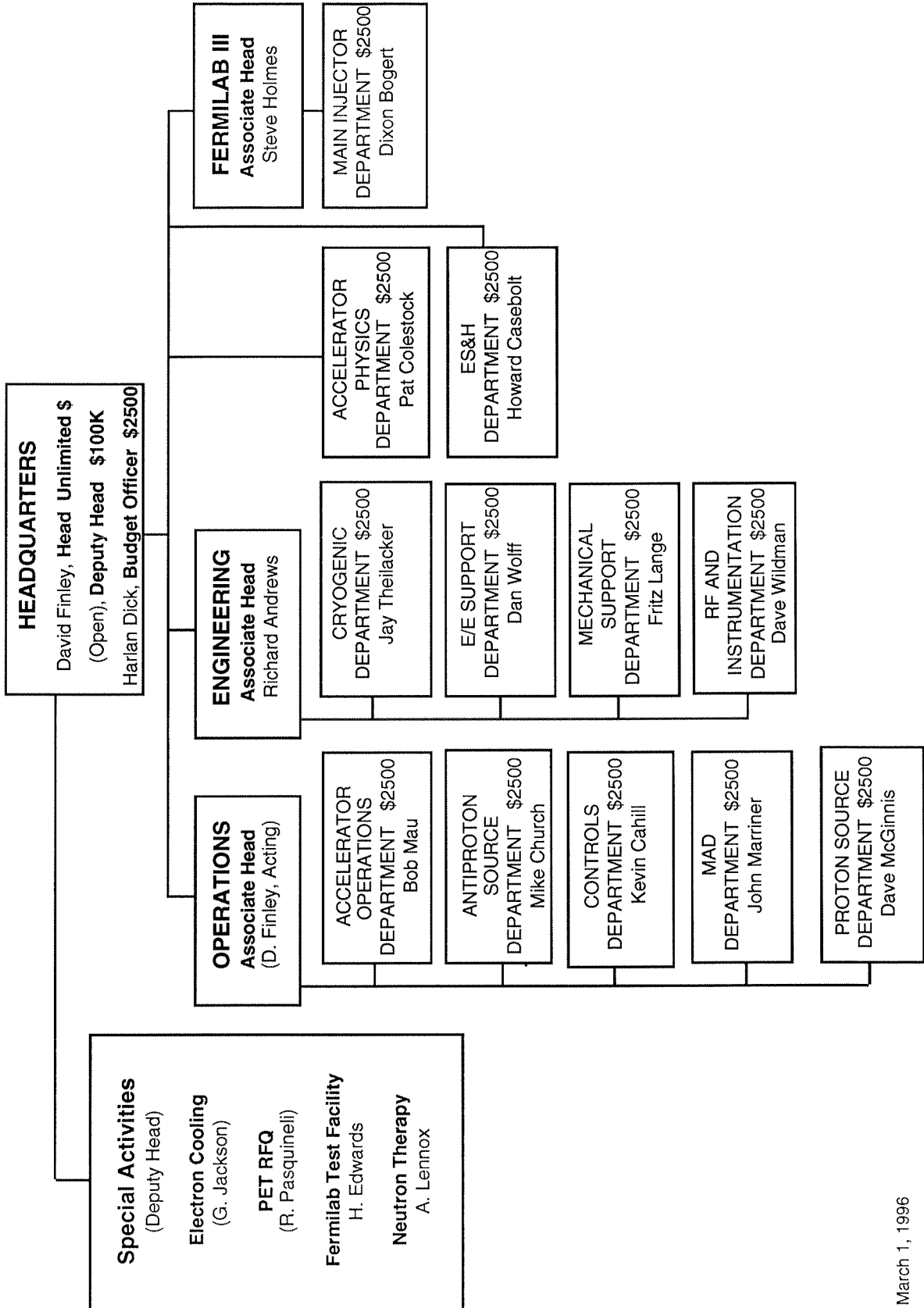
4.2 GENERAL PROCUREMENT AUTHORITY

(See Attachment 1, Accelerator Division General Procurement Authority)

5.0 DISTRIBUTION

Standard ADAP Distribution plus uncontrolled copies to all AD Secretaries, Administrative Assistants, Staff Assistants and Executive Assistants.

# FERMILAB ACCELERATOR DIVISION GENERAL PROCUREMENT AUTHORITY



March 1, 1996

